



Granite Town Media

Advisory Committee

Meeting Minutes

24 October 2013

Present: Kevin Drew, Kevin Federico, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Rosie Deloge, Tim Finan, Andrew Jeffery

Guests:

Call to Order:

Meeting called to order 6:15 PM

Minutes

Minutes approved.

Old business

New Shure audio mixer arrived and is in use for school board and school budget committee meetings. Old mixer installed in Town Hall auditorium to support non-GTM events.

Mike displayed GTM videographer polo shirts. Logo and shirts look great. Decided to delay purchase of table skirt and banners until next year.

New Business

David Alcox was awarded Milford citizen of the year Friday during the annual Pumpkin Festival.

GTM Videos

- Mike McMahon shot video of the Pumpkin Festival. Mike McInerney is in process of editing the video and will be available shortly.
- [Southern NH Expo](#) recorded, Mike will create a short video of the event.
- GTM plans to cover construction and installation of the [Keyes Field Pergola](#).
- Eagle Scout Robert Parker has BoS approval to renovate small outbuilding at Shepard Park and convert it to storage for athletic equipment. GTM plans to interview Robert and document the project.

- GTM will cover the 2013 Ghost Train Rail Trail Ultramarathon.
- Planned for later in the year a Town Hall walk through showing current building layout and working conditions
- Ambulance building is almost complete – individual video segments will be combined into a historic single construction video.
- Kevin Federico will work with Michelle Sampson, Wadleigh library director, about doing a library PSA.

Window shades will be installed in Town Hall auditorium first week in November. Cost is about \$2,500.

EZstream channel 20 failed, was quickly restored once failure was noticed. Mike will investigate some form of automatic failure notification of streaming media and Comcast channels.

Town Budget committee meetings begin next week. GTM is covering both Town and School district budget committee meetings.

Mike will experiment covering high school winter sport skiing this year.

Tom mentioned text on many of the video slides is virtually unreadable. Mike will investigate if he is able to adjust video quality or revise submission requirements to account for TV and streaming effect on computer generated images and text.

Town Hall Renovation

Reviewed plans for Town Hall renovation. There will be three meeting rooms located in the old ambulance service area. Main BoS room with capacity of 62 plus 12 board member and 3 presenters: midsize meeting room with capacity of 16 and a small meeting room with capacity of 8. GTM control room is located off the side of the BoS room. Mike is investigating cost effective dual purpose lighting that will improve video production quality.

Tentative meeting room equipment plan

- BoS – fixed cameras and microphones
- BoS - dual video monitor behind official's desk
- BoS - dual purpose lighting for televised and non-televised meetings
- BoS - sound reinforcement for audience
- Midsized - fixed cameras and microphones
- Midsized - video monitor on wall
- Midsized - dual purpose lighting for televised and non-televised meetings
- Small – not equipped with fixed television capability
- Ability to support simultaneous meetings in BoS and midsize room or use midsize room for BoS overflow.

Discussed revising Policy and Procedure manual to include public channel submission requirements. Currently public channel is limited to bulletin board. Back when committee was first formed it was assumed we needed studio facilities to promote citizen program submissions. With the advent of low cost cameras and editing software this may no longer be the case. Mike will follow up with Town Administrator and BoS as to how they want us to proceed. Does Milford want to utilize the public channel for citizen provided videos? If so, should we provide production facilities or continue to refer interested parties to neighboring PEG facilities?

Mike raised the issue of using the public channel as overflow for government material. Agreed that is good use of the public channel to speed up telecast of relevant material.

At Mike's annual department BoS presentation Gary Daniels asked about reducing the cable franchise fee from 3% to 2%. The franchise fee brings in about \$136,000 a year and the GTM budget is \$97,000. Lowering the fee would mean either cutting GTM services or replacing lost revenue from general fund.

Current franchise fee revolving fund balance is \$74,000. In addition Comcast has made the first two annual \$25,000 payments as negotiated in the franchise agreement renewal. \$20,000 has been spent on capital equipment leaving a balance of \$30,000 in this account. The third and final payment of \$25,000 is due March of 2014.

Detailed cost of equipping Town Hall meeting rooms is still being developed.

Rough estimate

- 8 cameras (4 in each room) \$26,600
- Microphones and mixers \$10,000
- Video switching and camera control \$17,000
- Video monitors \$2,000
- Meeting room lighting \$10,000
- Move headend equipment from high school to town hall \$1,000

Upcoming Meeting:

19 December 2013 6 PM BoS Meeting room

Adjourn:

Meeting adjourned 7:55 PM

Respectfully submitted: Tom Schmidt